



Department of ADMINISTRATIVE SERVICES Job Postings



MILITARY DEPARTMENT JOB OPPORTUNITY ASSOCIATE FISCAL ADMINISTRATIVE OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current exam list

Location: Hartford Armory

Job Posting No: 8519

Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.

Salary: \$76,373.00 - \$98,224.00

Closing Date: October 18, 2017

Eligibility Requirement: Candidates must have applied for and passed the Associate Fiscal Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

General Experience: Seven (7) years in a combination of fiscal/administrative functions (e.g., accounting & accounts examining, budget management, grants administration, payroll, purchasing) at least (1) of which must be an accounting or budgeting function.

Special Experience: One (1) year of the General Experience must have been at the professional working level of Fiscal Administrative Officer or Accountant.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

See Job description for Associate Fiscal/Administrative Officer at:
<http://portal.ct.gov/DAS/Statewide-HR/Search-State-Job-Classes>

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a [CT-HR-12](#) Application for Employment to:

**MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.